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Las Vegas, Nevada 89183  
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Serving all Nevada Counties



**Carson City Office**  
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Carson City, Nevada 89701  
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**www.doe.nv.gov**  
**[edprep@doe.nv.gov](mailto:edprep@doe.nv.gov)**  
**State of Nevada**  
**Department of Education**  
**In-Service Preapproval Request**  
**(Please Print Clearly)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

License#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ License/Endorsement Area: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Instructions:** Please submit this request for in-service credit preapproval to the Office of Educator Licensure at least thirty (30) days prior to the beginning of the activity. When the credit has been approved, this form will be returned to you for submission with your renewal application. If the application is rejected, it will be returned along with an explanation of the deficiencies. Pursuant to [NAC 391.075](#), renewal credit may be approved for the following types of activities:

**Credit for Conference Attendance:** Please provide a copy of the conference agenda with this completed form.

**Credit for Travel:** Please provide a copy of the itinerary with this completed form.

**Credit for Teaching** (Must hold a Master's or higher degree): Please provide a letter of documentation from a college/university department chair or supervisor with this completed form.

**Credit for Employment** (For Secondary Career & Technical Education Licenses only): Please provide a letter of documentation from your employer with this completed form.

**Type of Credit Requested:**

☐ Conference ☐ Travel ☐ Teaching ☐ Employment ☐ Other (specify) \_\_\_\_\_

Briefly explain how this activity will relate to your area of licensure and will enhance your professional growth as an educator: \_\_\_\_\_

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**OFFICE USE ONLY**

☐ Approved for \_\_\_\_\_ renewal credits

☐ Not approved Reason: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_